

MRD Clinic (IDC-only Platforms) Physicals Cover Page

Located next to Optometry in the 32nd St Branch Medical Clinic (in the acute care area) BLDG 3300, ph#: 619-556-8114

(Must attach to the front of physicals package)

IDC Instructions: All of the following must be completed and signed off by you. Please make sure physicals package is dropped off at 32nd street MRD clinic **as soon as possible**. IDC Questions: Call Your Physician Supe @ 556-5191

Item #	Purpose (circle <u>all</u> that apply): Separation, retirement, ADMIN SEP, commissioning, SAR, misc/other _____	IDC Initials verifying completion	Date Item was completed (not date signed off by IDC)
Section 1	<u>Specific Requirements for all separation, retirement and ADMIN SEP physicals</u>		
1	EAOS _____ Desired Terminal leave start date _____ How many days after paperwork submitted until your pt starts terminal leave: ____ How many days after paperwork submitted until your pt's EAOS: ____		n/a
2	If ADMIN SEP - Circle Reason: ex. MH, Misconduct, Substance Abuse, BCA Failures, other _____. Date your pt was identified for ADMIN SEP by your Command: _____ Date of expected separation: _____		n/a
3	If BCA Failure related Admin Sep, has medical w/u for obesity been completed? Circle: Yes or No (contact your physician supe for w/u if necessary)		
4	Audiogram within one year. If positive TS, follow-up audiogram performed? Y/N		
5	Dental Officer's Signature on SF-600 coversheet		
6	PHA Completed within 1 year. Confirm it is in medical record? Y/N		
7	PPD results or NAVMED 6224/8 form completed. Confirm in med record? Y/N		
8	Optometry evaluation within 2 years if patient wears glasses or contacts		
9	Hepatitis C (Hep C AB) screening within 5 years (required). Non-reactive: Y/N		
10	HIV within 2 years (required)		
11	Does patient request a Reserves Physical? Circle: Yes/No/NA		n/a
12	If female, does pt have WWE complete w/in 1 year? Circle: Yes/No		
13	If female, are there any abnormal PAPs in AHLTA? Circle: Yes/No		
Section 2	<u>General Requirements for all Physicals (sep/ret/admin sep/SAR/commissioning...)</u>		
14	Reviewed each line item on the DD 2807, and addressed each "yes" answer separately (described all workup/labs/imaging that were done for each complaint, sx's are documented as improving/stable/worse; status of consults are described, results of labs/imaging/consults are documented).		n/a
15	I have reviewed ALL AHLTA lab studies and documented any abnormal results		
16	I have reviewed ALL AHLTA radiology studies and documented any abnormal results		
17	I have reviewed ALL AHLTA previous encounters and ensured all chronic diagnoses and current treatments are described in detail on the 2807.		
18	I have <u>not</u> signed my name in the the medical officer signature blocks		n/a
19	I have read the GUIDANCE on the next page in detail and understand its content.		n/a
20	I have completed this document to the best of my ability and am aware that poor execution may affect both my patient and my monthly/quarterly MRD evaluations.		n/a
21	If this package was sent back for corrections, I have completed all corrections and the 2807 paperwork has been updated with detailed descriptions - all items that were needed (ex. Labs, rad studies, consults, additional explanations by IDC and/or patient) are complete and explanations have been added to the original paperwork.		
22	All pages are included (SF-600, 2807 x3 pg, 2808 x3 pg, 2697 x3 pg, PSD form)		

Patient's Full Name: _____

Patient's phone #: _____

Ship's Name/Command: _____

Ship's/Medical Phone #: _____

Patient's Last 4 of SSN: _____

Patient's Email: _____

IDC's name: _____

IDC's Email: _____

Additional IDC Guidance

-IDCs: ENSURE YOUR PATIENT COMPLETES THEIR SECTION OF THE 2807 CORRECTLY AND FULLY TO SAVE YOU TIME! (each 'yes' answer needs a description by the patient with: **date(s) of problem, name of doctor(s) and/or hospital(s), treatment given and current medical status**).

-IDCs *must* initial and enter the dates of completion on all blocks on this cover page prior to receiving an appointment.

-All blocks that the patient answers yes to on Form 2807 need to be addressed by the IDC on page 2, and must describe the workup performed (ex. imaging/labs/specialty evaluation) and the status of the patient's condition (ex. stable, worsening, improving).

-All conditions for which the patient answers 'yes' that have not been evaluated recently or ever before, and which are not completely resolved, must be evaluated and worked up by the IDC prior to sending the pt to Physicals clinic – at a minimum all pertinent imaging, labs, EKG, specialty consults should be ordered prior to submitting the package.

-YOU are required to check the results of all labs/rad studies that you ordered, and document abnormal results into physicals paperwork.

-IDC's are highly encouraged to email/phone call their physician supervisor for specific guidance on workups as applicable.

- After MRD reviews the package, you will be contacted with a time and date for your patient's appointment only IF the package was completed satisfactorily. If not, you will be contacted with corrective actions needed prior to an appt being scheduled.

-Patients should be seen between **at least 60-90 days prior to EAOS - and can be seen up to 180 days out from EAOS!**

-No terminal leave should be authorized by your command until completion of the separation physical.